

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
TRAINING COORDINATOR**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin Code ER 2.04 for making classification decisions relative to present and future professional Training Coordinator positions. Positions in this classification meet the definition of confidential contained in s. 111.81, Wis. Stats. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Professional confidential training positions included in this classification specification are located in an agency’s Human Resources Office.

C. Exclusion

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of “confidential” as defined in s. 111.81, Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not spend a majority of their time (more than 50%) in training related functions.
3. Positions which supervise and/or manage department training programs and are more appropriately classified as Training Supervisor or Training Director.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

TRAINING COORDINATOR

Positions perform professional training coordination functions for an agency and are located in the Human Resource Office. Positions are responsible for planning, developing, and implementing training programs for agency employees and for agency specific programs. Training job duties include: conducting needs assessments to identify training options; preparing reports on training plan results; evaluating existing training programs; developing program guidelines; contracting with program consultants and vendors; designing and implementing course plans, training outlines, and course materials; designing evaluation instruments; reviewing data to determine effectiveness of programs; and preparing annual reports on the type and cost of training. Other job duties include developing, promoting, presenting, and evaluating advanced supervisor's training; interpreting contract language in the area of training and education including tuition reimbursement; conferring with management staff on individual employee performance problems to identify training needs; acting as the agency training/career development resource; or managing the agency Employee Assistance Program.

III. QUALIFICATIONS

The qualification required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and work activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of Phase Two of broadbanding non-representative positions and to describe positions which perform professional level confidential training coordinator activities. These positions were formerly classified a Training Officer 3 – Confidential created November 1965.

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